

GENERAL SERVICES

Copier

- ◆ The copier is for public use. Charges are as follows:
 - \$.20 per one-sided copy (black and white)
 - \$1.00 per one-sided copy (color)
 - \$.40 per two-sided copy (black and white)
 - \$2.00 per two-sided copy (color)
- ◆ Patrons should pay for all copies, including mistakes, unless the copier is at fault.
- ◆ Staff may use their discretion in the event of mistakes.

Scan and Email

- Patrons will be charged to scan and email at the following rates:
 - \$.20 per side scanned and emailed

Fax

- ◆ The fax machine is for public use, but must be used only by staff. Charges are as follows:
 - Sending:
 - ◆ **Domestic:** First 5 pages: \$1.00 per page
Each subsequent 5 pages: \$1.00 per five pages
(i.e. 6-10, 11-15, etc.)
 - ◆ **International:** \$3.00 per page
 - Receiving: \$1.00 plus \$.20 per page received
- ◆ Patrons who use the service regularly may opt to keep track of their own faxes and pay in a lump sum.

Internet

- ◆ The Internet is for the free use of the public, whether or not the person is a patron. Each person will be asked to read the Internet policy of the Library, and will be informed of the following rules:
 - At the beginning of the session, the user must log in the time of day.
 - When no one is waiting, there is no time limit on use, except as indicated on the PC.
 - When someone is waiting, the user will limit his/her use to 30 minutes from the login time.
 - If the user is at the end of his/her session, s/he may have 5 minutes to close out the session before turning it over to the next user.

Telephone

- ◆ The Fax telephone may be used for local, toll-free or collect calls only, except in emergency.
- ◆ Children may use it whenever it is needed.

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- ◆ Patrons in good standing are permitted to take up to three Interlibrary Loans out at a time.
- ◆ Patrons should be asked to return the book a few days in advance of the indicated due date, if possible, to allow the Library time to return the books.